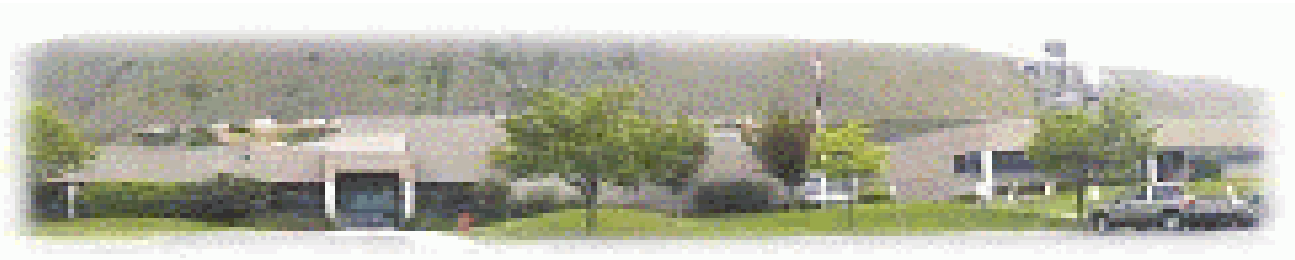


# Training Academy



## Training Plan and Course Catalog FY07

**UDC/TA**

*Utah Department of Corrections  
Training Academy*

**Fred F. House Training Facility  
14727 South Minuteman Drive  
Draper, Utah 84020  
801-495-6600  
Fax: 801-571-3095**

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***DIRECTORY***

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>PHONE</u></b>
<b>Scott Carver</b>	Executive Director	545-5513
<b>Christine Mitchell</b>	Deputy Director	545-5563
<b>David Worthington</b>	Division Director Administrative Services	545-5583
<b>Dennis Hutchinson</b>	Director of Training	495-6601
<b>Kevin Gray</b>	Assistant Director	495-6602
<b>Steven King</b>	Training Manager – In-Service	495-6620
<b>Lee Lindsay</b>	Training Manager - Firearms	495-6606
<b>Mike Priddy</b>	Training Manager – Pre-Service	495-6610
<b>Pete Nelson</b>	Management Training (AJ)	495-6605
<b>Terry Lewis</b>	Training Coordinator - In-Service	495-6609
<b>Dan Terry</b>	Training Coordinator – Firearms	495-6615
<b>Annette Velarde</b>	Training Coordinator – Pre-Service	495-6614
<b>Barry Watkins</b>	Training Coordinator – Pre-Service	495-6607
<b>AnnaDee Wiechman</b>	Training Coordinator- Pre-Service	495-6612
<b>Stacy Willden</b>	Training Coordinator – CUCF	X
<b>Vacant</b>	Media Specialist	495-6614
<b>Sally Eakins</b>	Support Services Coordinator	495-6603
<b>Angie Haifley</b>	Office Specialist - In-Service	495-6637
<b>Betty Kingsford</b>	Office Specialist	495-6000
<b>Chris Wade</b>	Office Specialist - Pre-Service	495-6604
<b>Vacant</b>	Office Specialist (AJ)	495-6608
<b>Randy Jones</b>	Facilities Maintenance	495-6600
<b>Ed Ortega</b>	Facilities Maintenance	495-6600
<b>ACADEMY Number</b>		<b>495-6600</b>
<b>FAX Number</b>		<b>571-3095</b>

## ***INSTRUCTIONS***

Members or others interested in attending classes at the Department of Corrections must call and reserve space. **Class size will be limited to 30 people.**

**To reserve space at the Academy call:**

Training Academy  
Fred F. House Training Facility  
14727 South Minuteman Drive  
Draper, Utah 84020  
(801) 495-6637  
Ask for Angie Haifley

**To reserve space at Gunnison call:**

Central Utah Correctional Facility  
Gunnison, Utah  
(435) 528-6100  
Ask for Stacy Willden

**All classes are subject to cancellation and/or change. Those who have reserved space should contact the appropriate location, listed above, the day before the class, to make certain no schedule changes have occurred.**

*MEMORANDUM*

**TO:** ALL DEPARTMENT EMPLOYEES

**THROUGH:** Dennis Hutchinson  
Training Director

**FROM:** Steven King  
In-Service Training Manager

**DATE:** July 1, 2006

**SUBJECT:** Mandatory Training - FY07

**PLEASE READ**

=====

This memorandum will identify those topics, identified by law or by policy, which may require training by members of the Utah Department of Corrections.

**AMERICANS WITH DISABILITY ACT**

This course has been identified by the Audit Bureau as a critical part of in-service training and should be delivered on an annual basis. **All department members are required to complete this training annually. This training is delivered through the UDC On-Line Training Program.**

**BLOOD BORNE PATHOGENS**

Blood borne Pathogens training is required on an annual basis by OSHA 29 CFR Part 1910.1030. However, only those who have been identified by the policy as being "at risk" need to attend. Members should check with their supervisors or department policy to determine their "at risk" status. Those who are at risk must attend the Blood borne Pathogens training presented at the Pre-Service Academy or In-Service and the corresponding clinics their first year of employment. **All department members are required to complete this training annually. This training is delivered through the UDC On-Line Training Program.**

**CPR**

Policy does not require that CPR training be conducted on an annual basis. However, according to the American Heart Association CPR re-certification must be completed every two years. The requirement to maintain certification should be determined by the individual member's supervisor. **If you are required to maintain your CPR Certification and you have not attended CPR Training within the past two years you should attend a class this training year.**

**CRISIS MANAGEMENT**

**This class is required annually for all members of the Division of Institutional Operations and Division of Utah Corrections Industries as a result of the law suit, Henry v DeLand, Civil No. 89-C-1124 J.**

**DEFENSIVE DRIVING**

Department policy requires members who drive a state vehicle to attend this training. However, it is recommended and therefore required by the State Office of Risk Management that, "Covered entities shall require and document that all employees who operate entity vehicles, or their own vehicles on entity business as an essential function of the job, complete yearly a Fund approved or provided driver safety course. All other employees who drive vehicles as part of the performance of entity business shall complete a Fund approved or provided driver safety program at the time of initial employment and at least once every three years." Supervisors should determine which category each of their subordinates fit in to and require the training accordingly. **If you haven't completed this driving program as prescribed above you should complete this training year. A class in Emergency Vehicle Operations and Van Driver Training will count as defensive driving for the year. However, Defensive Driving and Emergency Vehicle Operations training does not count for Van Driving.**

**EMERGENCY PROCEDURES TRAINING**

Department policy requires "all staff members" receive hands-on training on various emergency procedures requirements. Because each area of the department differs from another, the following training should be conducted on the job site:

- o SCBA and other personal protective equipment applicable to the specific location of a potential emergency;
- o use of fire suppression equipment, e.g. fire extinguisher, hose closets, or pre-connected fire hose lines, if available;
- o evacuation drills; and
- o use of other emergency equipment, techniques, etc.

CPR and first aid training have been addressed earlier in this memorandum.

**All department members are required to complete this training every two years. This training is delivered through the UDC On-Line Training Program.**

**FEMA TRAINING**

A series of courses designed to make you familiar with emergency management issues. You should refer to the FEMA information in the Distant Learning section of this training plan for details. **All department supervisors or staff who are LEO Certified should complete this training; this is a one-time requirement. These courses are optional for all other department members.**



**FIREARMS TRAINING**

According to the policy in Law Enforcement Procedures TMA 04/25.01(C)(24), "[M]embers authorized to carry firearms shall qualify with a Department-approved and certified weapons instructor semi-annually with all firearms that they may carry on or off-duty..." Executive Director shall determine what firearms are carried on or off-duty by subordinate members. Annual qualifications will be conducted for those members who do not carry a weapon, but may be armed in an emergency situation. **Qualifications requirements may vary in each Division. Supervisors should make certain that qualifications are being completed as per policy.**

**FIRST AID**

Policy does not require that First Aid training be conducted on an annual basis. However, according to the American Red Cross, First Aid re-certification must be completed every three years. If a member has been certified in First Aid and is required to maintain that certification and they have not attend First Aid training in the past three years they should attend First Aid training. The requirement to maintain certification should be determined by the individual member's supervisor. **If you are required to have this class, and you have not attended a First Aid Class within the past three years you should attend a class this training year.**

**LESS LETHAL WEAPONS**

Policy authorizes the use of Less Lethal Weapons when appropriate. Less Lethal Weapons have been identified as: Taser; Nova XR-5000 (or similar devices); Mark 70 Stungun, baton, chemical agents, and stunning devices (flash/bang, stingers, etc.). Officers who are authorized to use Less Lethal Weapons must successfully complete an approved training course taught by a certified instructor. **Annual re-certification training is required for an officer to maintain authorization to use the Less Lethal Weapon.**

**MENTALLY DISORDERED OFFENDERS (SUICIDE PREVENTION)**

**This class is required annually for all members of the Division of Institutional Operations and Division of Utah Corrections Industries** as a result of the law suit, Henry v DeLand, Civil No. 89-C-1124 J.

**POLICY AND PROCEDURES TEST**

**This test is required annually for all members of the Department.** Tests will be developed by the Department and distributed to each Division. Supervisors or designated persons will administer and correct the tests. Individual Test Answer sheets, after being graded, should be forwarded to the Training Academy for credit and storage.

**PRISON RAPE ELIMINATION ACT**

This class is required of all new staff members to make them aware of the importance of preventing sexual assaults in a correctional facility. The training is required under the new federal law signed into law September 2003. **All department members are**

required to complete this training every three years. This training is delivered through the UDC On-Line Training Program.

#### UNLAWFUL HARASSMENT PREVENTION

AEr11/02.03 (B) Procedure: Unlawful Harassment Prevention Training

“Following the initial new employee training, current employee’s shall attend an unlawful harassment prevention refresher course every three year thereafter.” Three types of Unlawful Harassment Prevention Classes are offered: Unlawful Harassment Prevention (Sexual) for Managers; Unlawful Harassment Prevention (Sexual) for Non-Managers; and Unlawful Harassment (Discrimination) for all employees. Managers and Supervisor should complete both prevention courses on sexual and discrimination prevention. All other employees should complete both courses for sexual (for non-managers) and discrimination prevention. **All department members are required to complete this training every three years. This training is delivered through the UDC On-Line Training Program. Supervisors may be required to complete this course annually.**

#### WORKPLACE HAZARDS – PART 1 & 2

Theses course are designed to meet the OSHA requirements that employees have a right to know about potential hazards within the workplace, how to avoid them and report them. **All department members are required to complete this training every three years. This training is delivered through the UDC On-Line Training Program.**

**MEMBERS SHOULD REFER TO THE TRAINING CATALOG TO DETERMINE OTHER TRAINING THAT MAY BE REQUIRED, RECOMMENDED OR OPTIONAL FOR THE YEAR.**

**MANDATORY TRAINING  
REQUIRED YEARS OF COMPLETION**  
(“X” Indicates the year in which the course must be competed.)

Mandatory Courses	Hrs	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
ADA	2	X	X	X	X	X	X	X	X
Blood Borne Pathogens	2	X	X	X	X	X	X	X	X
Crisis Management (DIO & UCI Only)	4	X	X	X	X	X	X	X	X
CPR	4		X		X		X		X
Defensive Driving	1	*	*	X	*	*	X	*	*
Emergency Procedures	1	X		X		X		X	
FEMA Training	16	One-Time Requirement							
First Aid	4	X			X			X	
Firearms Class	4	X	X	X	X	X	X	X	X
Firearms Range	4	X	X	X	X	X	X	X	X
Less Lethal Weapons	2	X	X	X	X	X	X	X	X
Mentally Disordered Offenders (DIO & UCI only)	1	X	X	X	X	X	X	X	X
Policy and Procedures Test	2	X	X	X	X	X	X	X	X
Prison Rape Elimination Act	2	X			X			X	
Unlawful Harassment	2	X			X			X	
Workplace Hazards – Part 1	1	X			X			X	
Workplace Hazards – Part 2	1	X			X			X	

**NOTE:** All On-Line Topics may be taken for credit each year.